Setting Up Multifactor Authentication

1. Type https://www.ub.edu.bs// into your browser **(Google Chrome, Microsoft Edge, Firefox, etc.)**
   Note: Do not use the same device you will install the Microsoft Authenticator App on.

2. Click on UB Mail **(Fig. 20)**

Fig.20

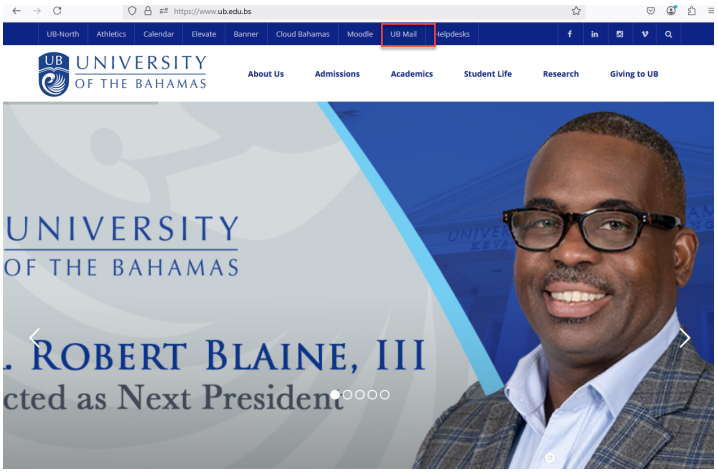


Fig.21

3.A Enter your UB email address **(Fig.21)**

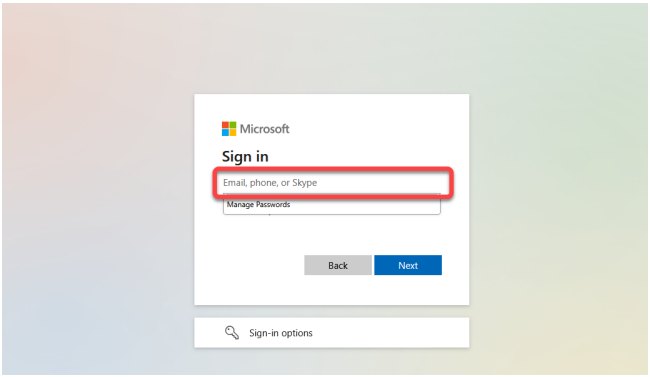
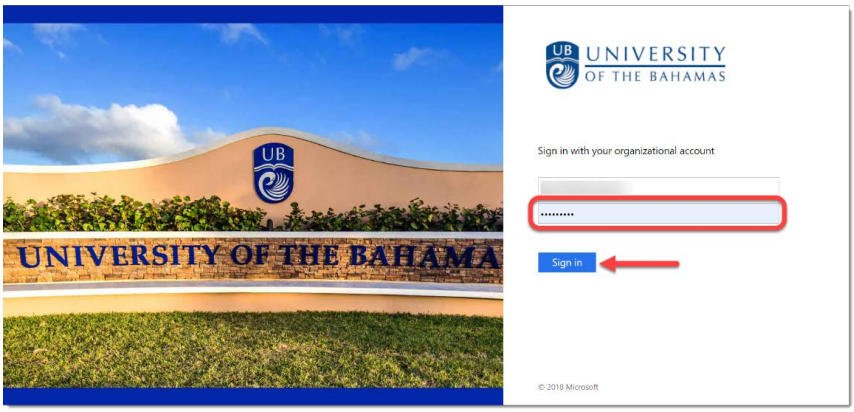


Fig.22

3.B Enter your password & Click **Next (Fig.22)**



4. Click **Next (Fig.23)**

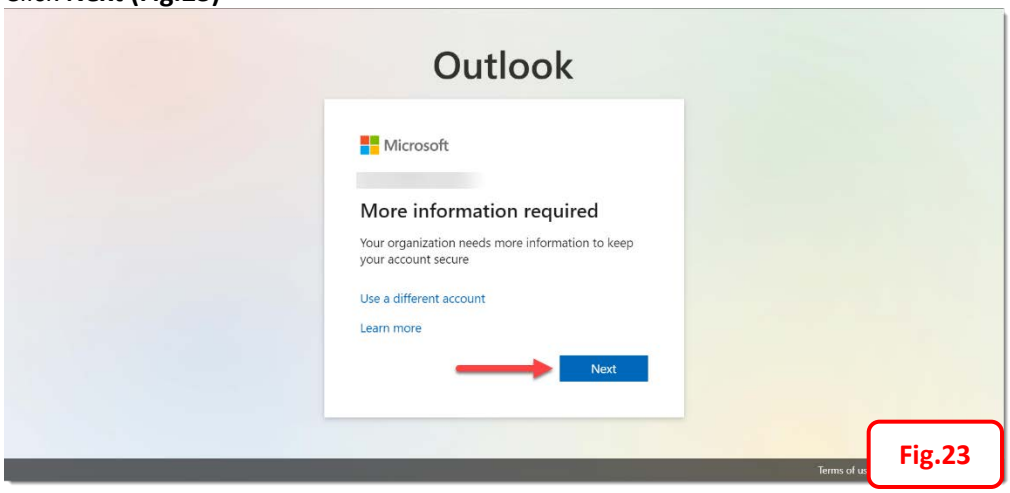


Fig.23

5. Click **Next (Fig.24)**

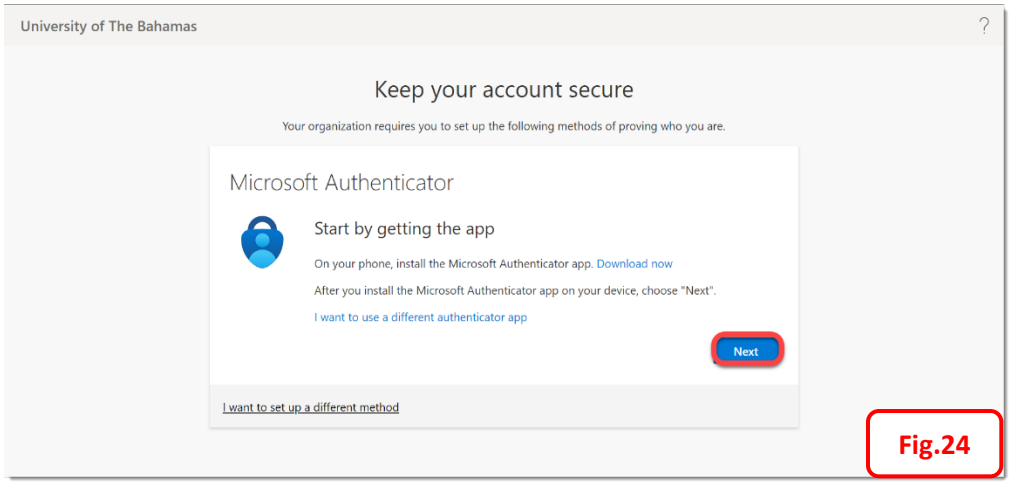


Fig.24

6. Click **Next (Fig.25)**

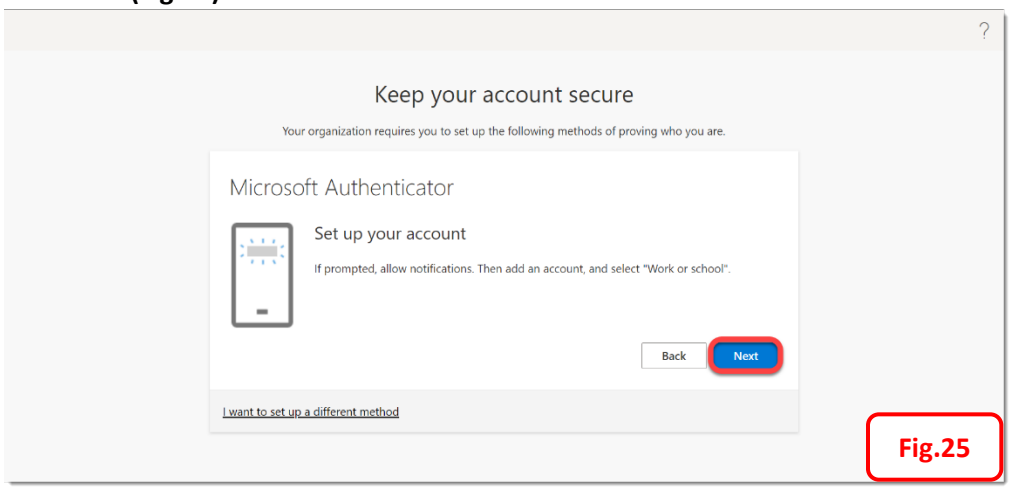


Fig.25

7. Download **Microsoft Authenticator app** from your device's app store**. (App store examples: Google Play, Apple App Store or Microsoft App Store)**
Note: Use a cellphone/smartphone. Do not use the same device you logged into your UB email with.



8. Open the **Microsoft Authenticator app** on your device **(Fig.26)**

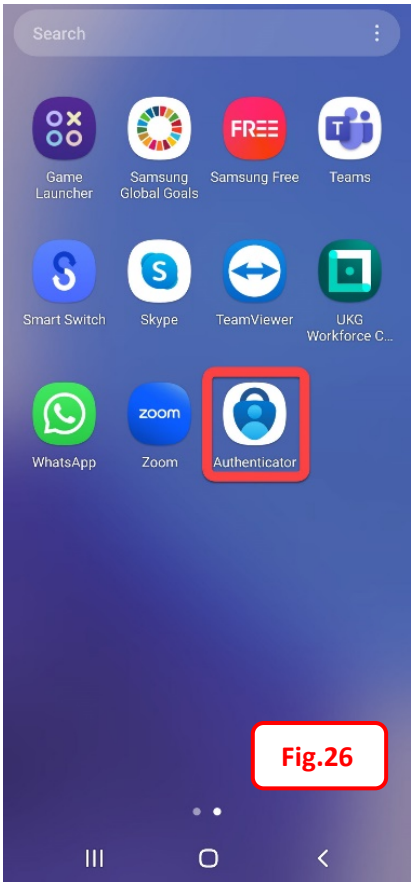


Fig.26

9. Select **Add account or the plus symbol (Fig.27)**

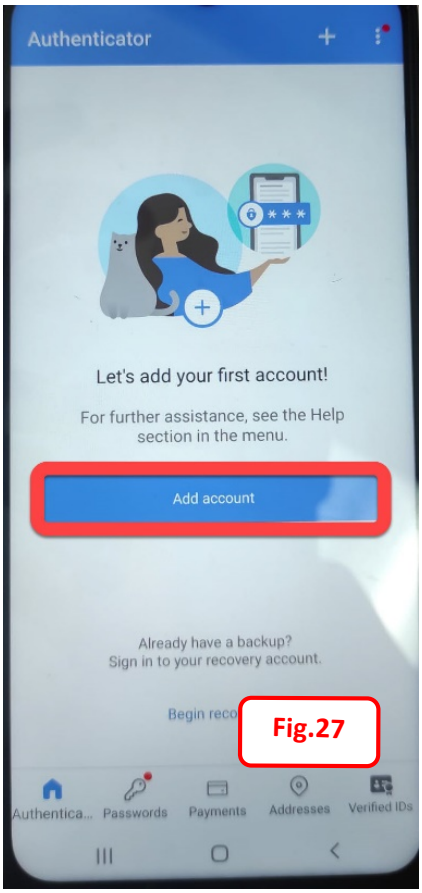
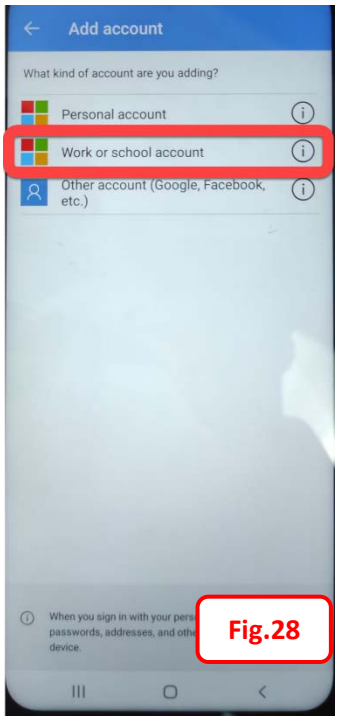
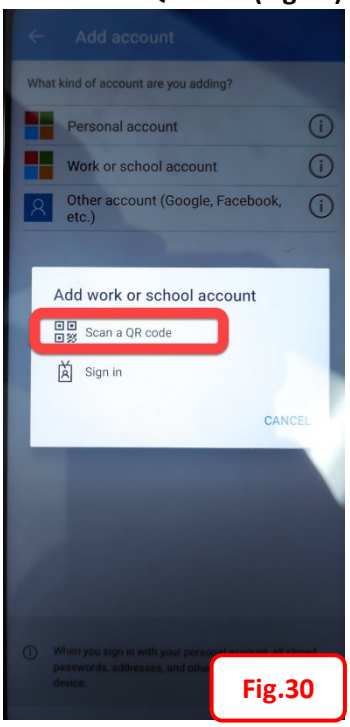


Fig.27

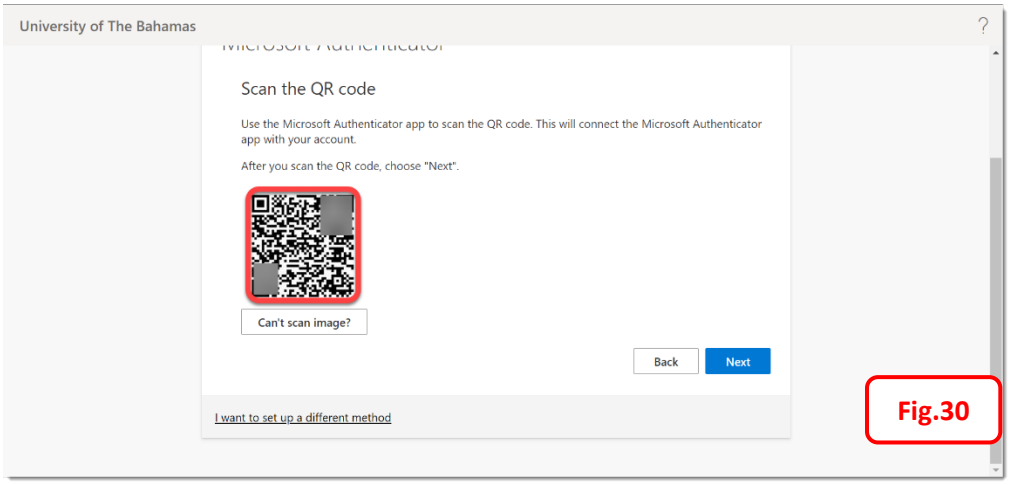
10. Select **work or school account (Fig.28)**



11. Select **Scan a QR code (Fig.30)**



12. Scan QR Code on your computer with the cellphone/smartphone **(Fig.30)**



13. Click **Next (Fig.31)**

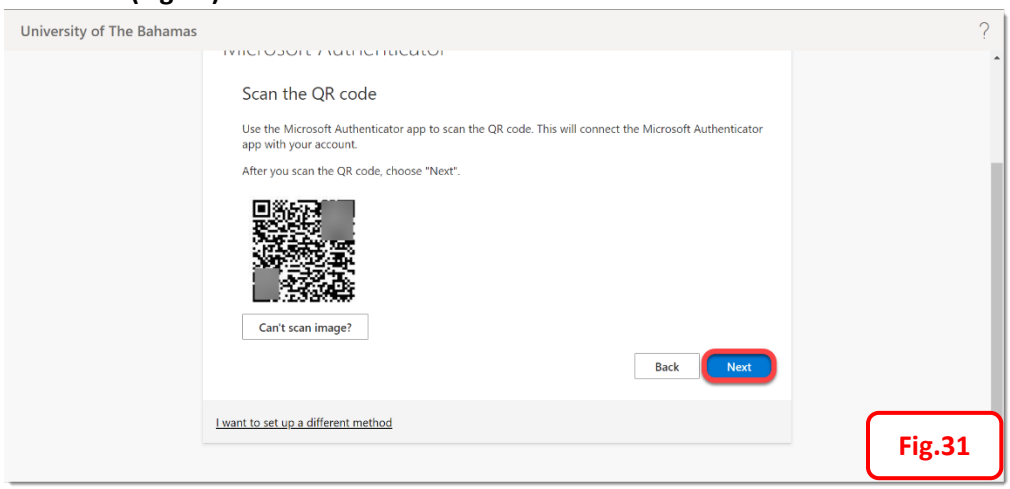


Fig.31

14. Click **Next**
15. **Approve** the sign-in notification that will pop-up on your smartphone (**This action can also be completed within the Microsoft Authenticator app**)
16. Click **Next (Fig.32)**

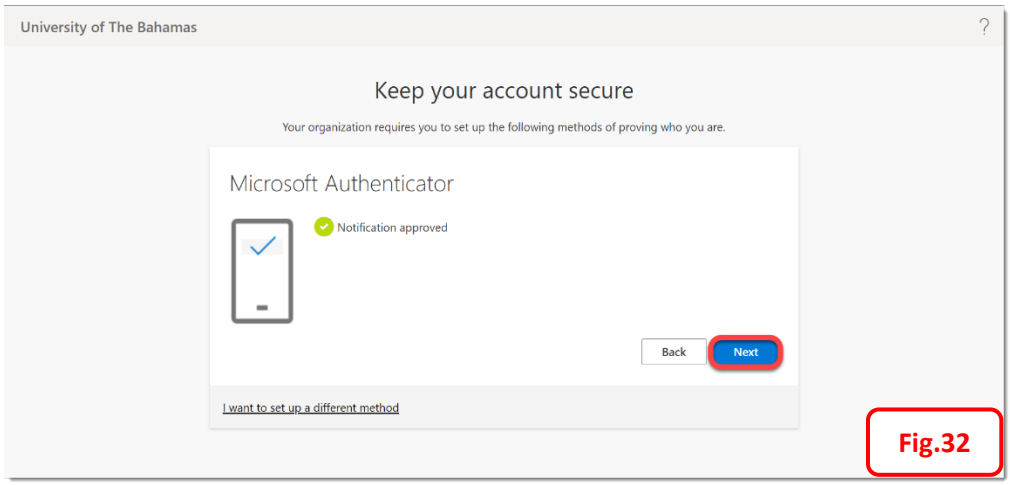


Fig.32

17. Click **Done (Fig.33)**

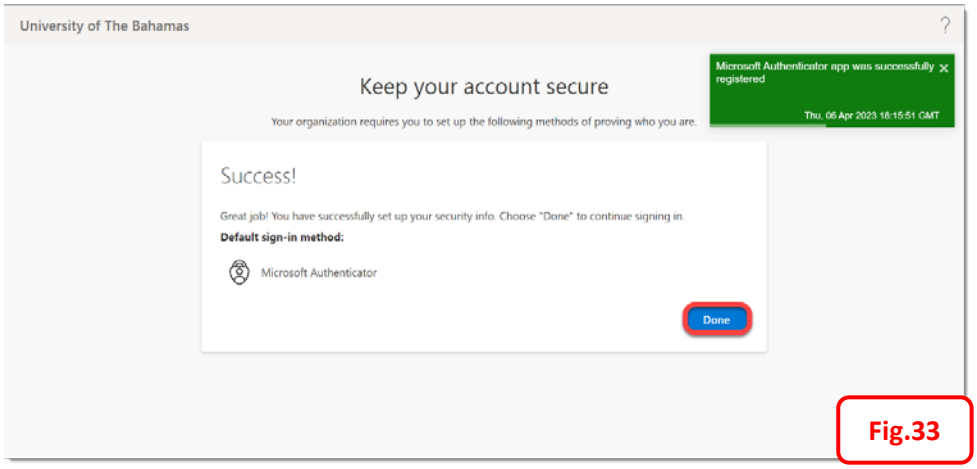


Fig.33